

LEPC GUIDANCE ON APPLICATION FOR REDISTRIBUTION OF FUNDS UNDER P.L. 45-2012

GRANT SOLICITATION

This application sets forth the procedures for reimbursable grants for Local Emergency Planning Committees (LEPCs). These grants will enhance the implementation of the Emergency Planning and Community Right-to-Know Act of 1986.

Proposal submissions should align with the IERC mission of providing effective and efficient maintenance of SARA Title III records, assisting LEPCs to provide appropriate support to local response agencies, and ensuring the safety of citizens in Indiana.

If your project is aimed at assisting with emergency preparedness/response in another county, please attach a letter of support for your project from a representative of that county's commission/council or, if this cannot be attained, a statement to this effect along with a letter from another county official in emergency response, such as from the Emergency Management Agency, a fire department, hazmat team, etc.

Submissions should focus on one or more of the following IERC-identified priority areas and show how this benefits a local response agency or a non-compliant LEPC:

- Identify, assess and document the chemical hazard liabilities present in a county with a non-compliant LEPC and provide the methods to be used to manage the hazards
- Identify the training and technical assistance in emergency planning and preparedness for local response agencies in an adjoining county with a non-compliant LEPC and provide a schedule or plan to address these needs
- Identify training and technical assistance in emergency planning and preparedness for local response agencies that must be enhanced for response activities in a county with a non-compliant LEPC
- Provide a method and schedule of multi-jurisdictional tabletop, functional and full-scale hazardous materials exercises consistent with the Homeland Security Exercise Evaluation Program (HSEEP)
- Provide a method to address and maintain LEPC and facility compliance with SARA Title III
- Develop and implement multi-jurisdictional hazardous materials response plans consistent with IC 13-25-2-5 and Comprehensive Preparedness Guide (CPG)-101
- Provide a method to form a multi-county planning committee with a non-compliant LEPC and a schedule to meet the statutory requirements for both counties
- Establish a mentoring program that will move inactive/non-compliant LEPCs to compliant status

RESPONSIBILITIES OF GRANT RECIPIENTS

The grant recipient (LEPC) is expected to adhere to the following:

- a. establish and maintain policies, systems, procedures and controls that require and ensure compliance with the policies and requirements of Senate Enrollment Act (SEA)-255. This should include systems and procedures related to the following:
 - i. the maintenance of individual fund accounts, which includes recording all eligible charges and credits to those accounts;
 - ii. audit trails, with full supporting documentation, for all financial transactions in the accounts;
 - iii. travel-related expenditures charged to accounts;
 - iv. proper delegation of signing authority with respect to these accounts;
 - v. termination of funds and awards; and
 - vi. transfers of funds between institutions.
- b. reject or withdraw approval of funds proposed by the IERC that, within the knowledge of the grant recipient, is inconsistent with SEA-255, solicitation guidelines above, and or the IERC mission/policies;
- c. inform the IERC without delay if the recipient has knowledge that funds issued have been used in an inappropriate manner;
- d. adhere to the reporting requirements as specified in the formal guidance of the IERC, as well as to any other special requirements that may be associated with individual funds; and
- e. provide access to all accounts, records and other information related to a fund that the IERC may reasonably request during the course of fund performance period, and respond fully and frankly to any requests the IERC may make for information concerning specific fund accounts.